
American Consulate General
Mumbai

Vacancy Notice

Mumbai

Date: June 28, 2006

American Consulate General, Mumbai, is seeking an individual for the position of “Sub-Cashier” for its Consular Section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (refer to application procedure below)

SUBJECT: VACANCY ANNOUNCEMENT FOR INDIAN AND OTHER NATIONALITIES

ANNOUNCEMENT NUMBER: [23/2006](#)

OPEN TO: All Interested Candidates

POSITION: Sub-Cashier; FSN-415-06
BLN-301004

OPENING DATE: June 28, 2006

CLOSING DATE: July 12, 2006

WORK HOURS: Full-time; 40 hours/week

SALARY: EFM/NOR: Grade: FP-08
Ordinarily Resident: FSN-06

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOUCMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

As a consular sub-cashier, accurately and efficiently process a high volume of consular fee transactions for NIV issuance, IV application and issuance, IV and NIV fingerprints, and INS services involving large amounts of cash. Ensure that correct fees are collected and recorded for each transaction. Respond to inquiries from consular clients, advise consular clients of next step in consular procedures, as needed. Safe guard cash until it can be deposited with the Class B cashier, storing it in a safe overnight when necessary. Prepare daily ACRS reports of services performed and fees collected. Account for any discrepancies between collected fees and the mandatory reports. Report unreconciled discrepancies to the Consular Accountable Officer (ACO). Perform daily and monthly backup of ACRS data. Act as backup visa clerk in NIV and IV visa units, performing full range of visa clerk duties as necessary.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary school.
2. At least two years of general office experience. Cashier, accounting, or bookkeeping experience.
3. Level IV of English, Hindi, Gujarati and Level III of Marathi.
4. Ability to verify genuine Negotiable Instruments (Bank Drafts) and currency in the least minimum time and to work under high volume of transaction. To work on ACRS machine with reasonable speed and accuracy.

SELECTION PROCESS

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised position within the first 90 calendar days of their employment.
4. Not Ordinarily Resident Employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised position within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for employment – Form HR-01, available on website. [..HR-01 New Form.doc](#)
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Human Resources Office
Attention: Mr. James W. Leaf
78, Bhulabhai Desai Road
Mumbai 400 026.

POINT OF CONTACT

Shyju Kombath/Sharda Subramaniam
Human Resources Office
Telephone: (022) 2363-3611 – 18 Extn. 4302/4190
Fax: (022) 2368-9016

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or Military service member, permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: COB July 12, 2006
An Equal Opportunity Employer

The US Mission in Mumbai provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Drafted By: M/HR - SKombath
Cleared By: CONS - AKerwin
Approved By: MGMT - JWLeaf